

Portal Manual

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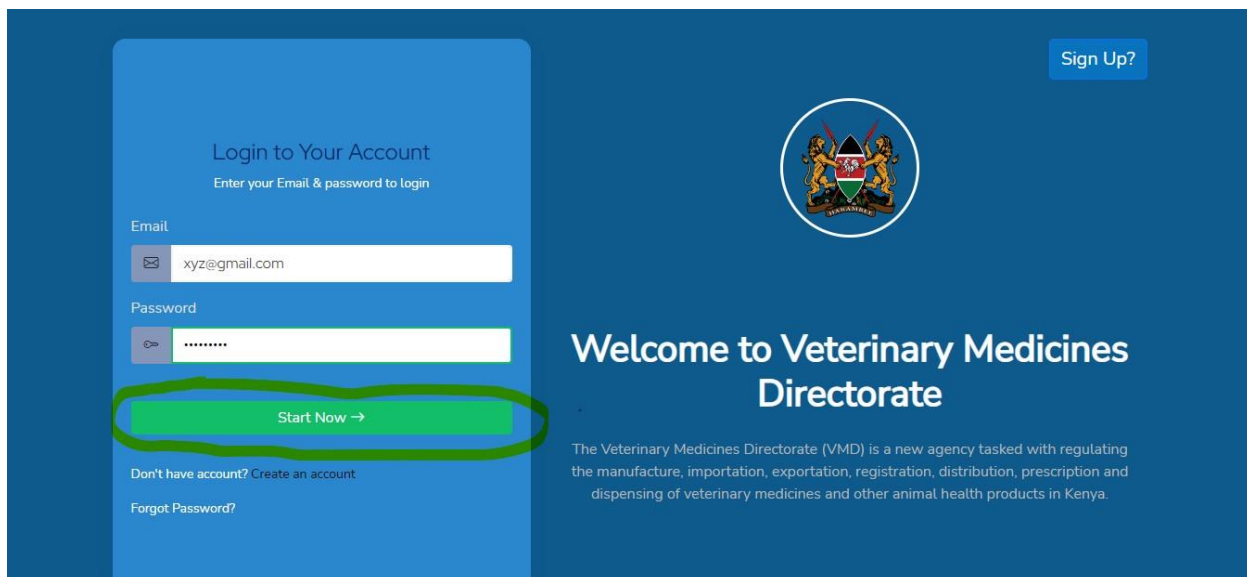
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Login

For login, you are required to enter the email and password used during account creation.

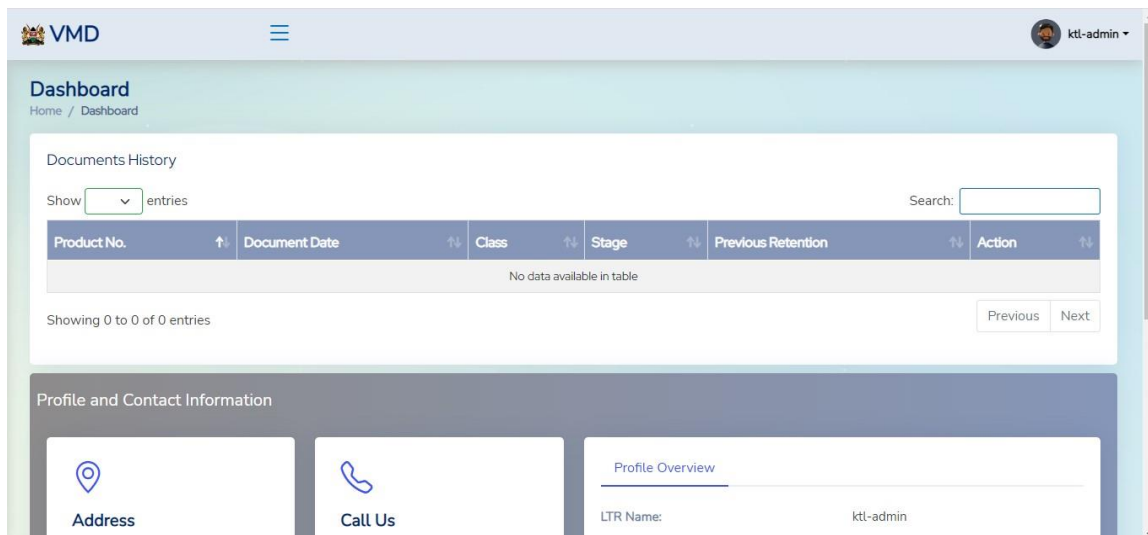
The steps of login are as follows:-

- i. Enter your email address
- ii. Enter your password
- iii. Then click on the **Start Now button**



The image shows a login page for the Veterinary Medicines Directorate (VMD). The page has a dark blue background. On the left, there is a white box with the text "Login to Your Account" and "Enter your Email & password to login". Below this, there are two input fields: "Email" with the value "xyz@gmail.com" and "Password" with masked characters. A green button labeled "Start Now →" is highlighted with a green circle. Below the input fields, there are links for "Don't have account? Create an account" and "Forgot Password?". On the right, there is a circular logo of the VMD and the text "Welcome to Veterinary Medicines Directorate". Below this, there is a paragraph describing the VMD's role: "The Veterinary Medicines Directorate (VMD) is a new agency tasked with regulating the manufacture, importation, exportation, registration, distribution, prescription and dispensing of veterinary medicines and other animal health products in Kenya." A "Sign Up?" button is located in the top right corner.

- iv. Once the logins are authenticated you are redirected to the portal Dashboard.

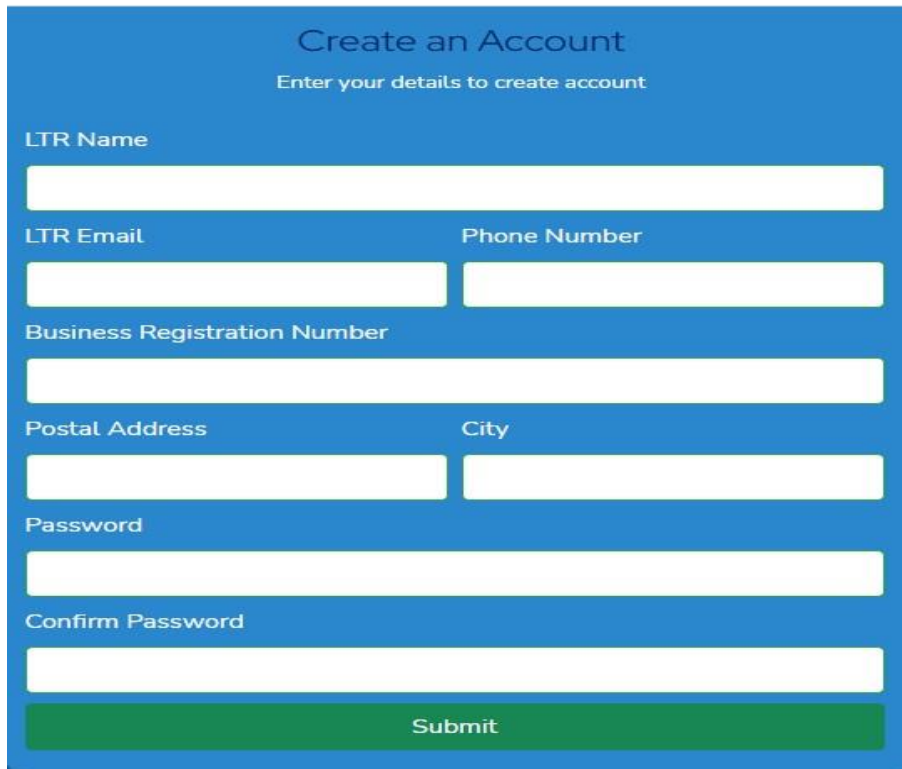


The image shows the dashboard of the Veterinary Medicines Directorate (VMD). The page has a light blue header with the VMD logo and a user profile icon labeled "kti-admin". Below the header, there is a "Dashboard" section with a breadcrumb "Home / Dashboard". The main content area is divided into two sections. The top section is "Documents History" and contains a table with columns: "Product No.", "Document Date", "Class", "Stage", "Previous Retention", and "Action". The table is currently empty, showing "No data available in table". Below the table, there is a search bar and a "Showing 0 to 0 of 0 entries" message. The bottom section is "Profile and Contact Information" and contains three cards: "Address", "Call Us", and "Profile Overview". The "Profile Overview" card shows the "LTR Name" as "kti-admin".

Account creation/ sign-up

For a new customer or LTR you are required to sign up. The sign-up process is as follows:-

- i. Click on **create account** or **sign up**
- ii. You are redirected to the LTR sign-up page
- iii. Fill in all the details



Create an Account
Enter your details to create account

LTR Name

LTR Email Phone Number

Business Registration Number

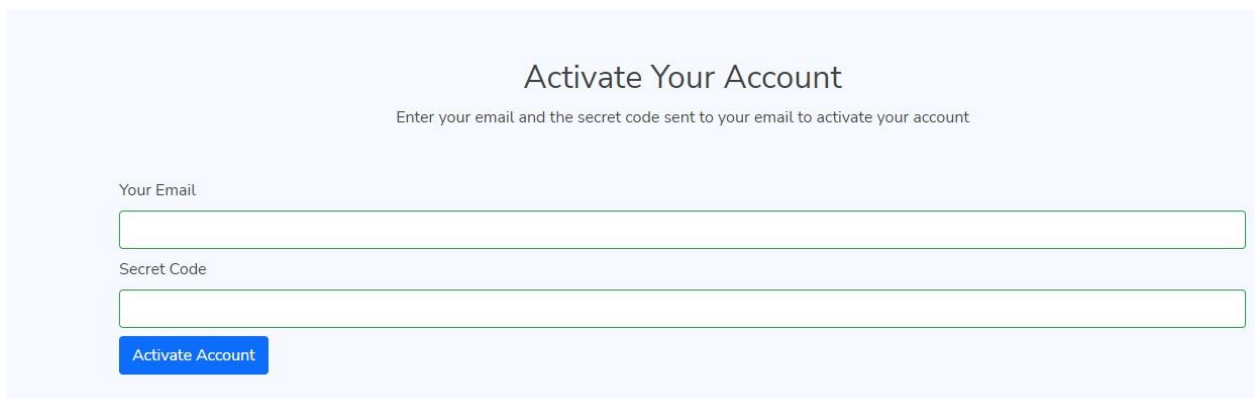
Postal Address City

Password

Confirm Password

Submit

- v. After completion click **Submit**.
- vi. A verification mail is sent to the provided email address which entails a secret code and a URL link.
- vii. Click on the URL link which redirects you to page where you activate your account



Activate Your Account
Enter your email and the secret code sent to your email to activate your account

Your Email

Secret Code

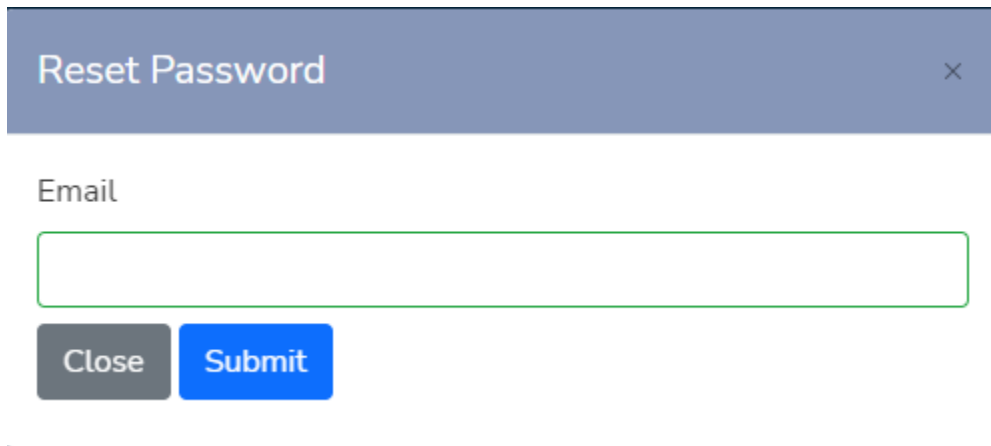
Activate Account

- viii. Enter the same email you provided during sign-up.
- ix. Enter the secret code provided in your email.
- x. Click **Activate Account**.
- xi. Once the details are authenticated you will be redirected to the login page.

Password resetting

Once you forget your logins follow the following steps to reset your password -:

- i. On the login page click on **forgot password**
- ii. You will be redirected to a password rest page

A modal dialog box titled "Reset Password" with a close button (X) in the top right corner. It contains a label "Email" above a text input field. Below the input field are two buttons: "Close" (grey) and "Submit" (blue).

- iii. Enter you email address and click **Submit**.
- iv. An email is sent with a link to a page where you will be required to reset your password

A form titled "Reset Your Password" with the subtitle "Enter password to create a new password". It contains two labels: "Password" and "Confirm Password", each followed by a text input field. At the bottom is a blue button labeled "Reset Password".

Home page/ Dashboard

The dashboard contains -:

- document's history- a list of all your registered products

Documents History

Show

10

 entries

Search:

Product No.	Document Date	Class	Stage	Previous Retention	Action
No data available in table					


Showing 0 to 0 of 0 entries


Previous


Next


- Contacts information for VMD and LTR Profile Overview.

Profile and Contact Information

**Address**
The Pest Control Plaza
P.O Box 66171-00800
Westlands

**Call Us**
+254743795395
+254743795395

**Email Us**
vmd@kilimo.go.ke

**Open Hours**
Monday - Friday
9:00AM - 05:00PM

Profile Overview

LTR Name:

ktl-admin

Country:

Email:

cokune@kobby.co.ke

Business Reg No.

2022

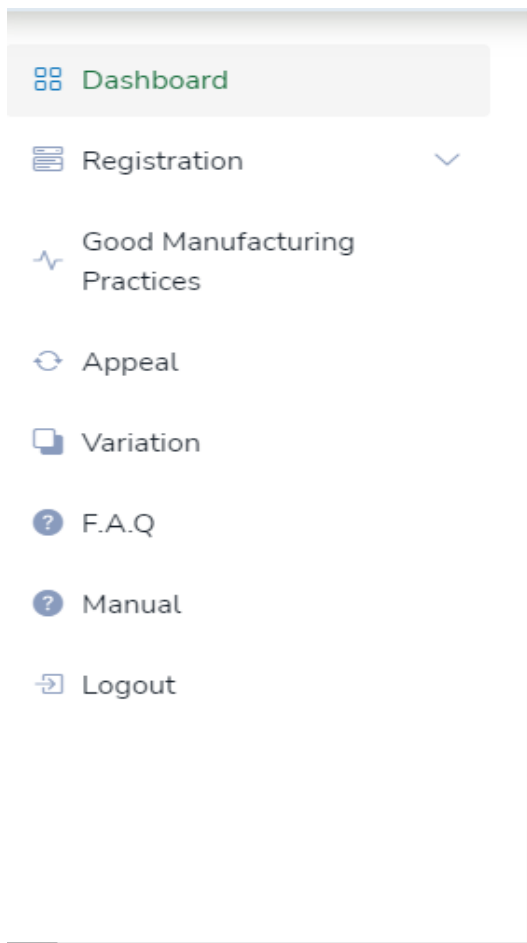
6 | Page

- The menu

To access the menu, click on the **menu icon** on the dashboard ribbon.



A list of all the services offered is displayed.



From the menu below is a list of the offered products

Registration

The registration icon contains a host of other services that is -:



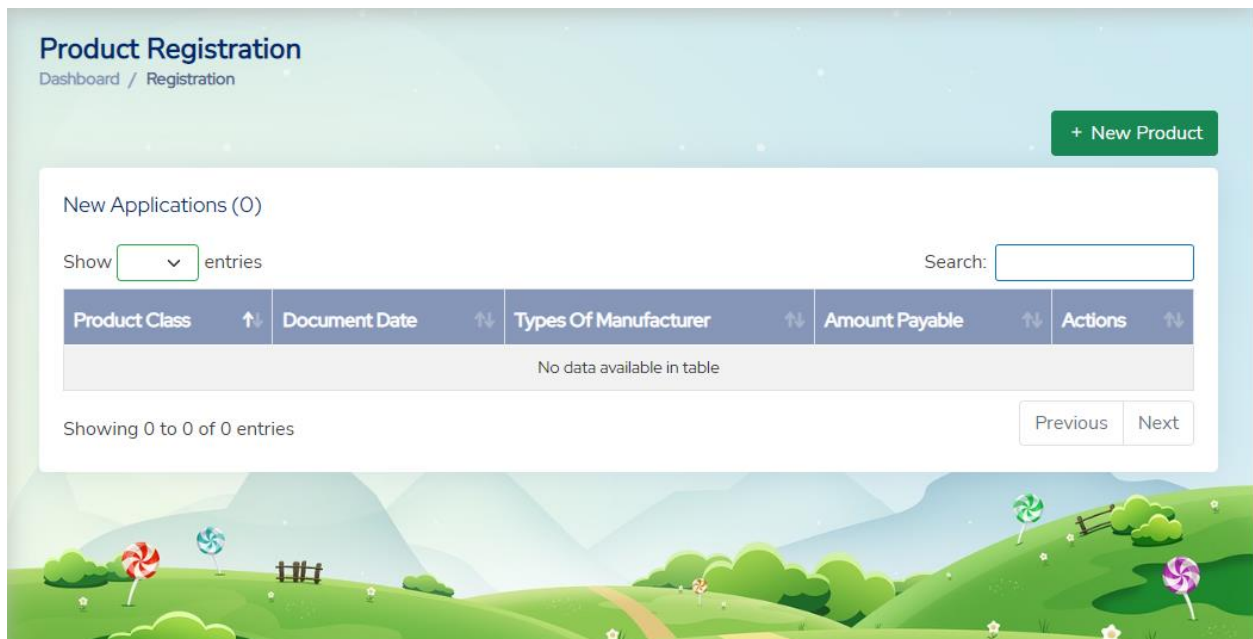
Registration



- Register
- My Applications
- Retention
- Renew Registration

Register

On clicking register the product registration page opens.



To register a new product, follow the following steps -:

- Click on the **New Product** button
- A screen pops up which requires you to select the product type and the manufacturer type opens.

Register Product

Product Type

Select Product

Manufacturer Type

Local

Close

Submit

- iii. Once you have selected details of the fields, click on the **Submit** button.
- iv. The details of the selection are added on the product registration page as shown

Product Registration

Dashboard / Registration

+ New Product

Successfully Added

New Applications (1)

Show

entries

Search:

Product Class	Document Date	Types Of Manufacturer	Amount Payable	Actions
VETERINARY PHARMACEUTICAL	2022-09-19	Local	USD 500	<div>Edit</div> <div>Start →</div>

Showing 1 to 1 of 1 entries

Previous


1

Next

- v. Then click on the **start** button, which redirects you to the product application form as shown below.

Registration of VETERINARY PHARMACEUTICAL PRD1542

Particulars of the Applicant

Company Name	Company Address	Company Country
<input type="text"/>	<input type="text"/>	--Select-- 
Company Telephone	Company Fax	Company Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Particulars of the Product

Product Name



Trade Name

Pack Size

- vi. Once done filling all the information in the page, click on the **Submit** button at the bottom of the page

ATC and Legal Category

Pharmaceutical Dosage form and route of administration

Pharmacotherapeutic group	ATC Code *
<input type="text"/>	<input type="text"/>
Please use current ATC code.	
Country of Origin *	Country of Release
--Select-- 	--Select-- 

<input type="checkbox"/> Controlled Veterinary Medicine (POM-V category IA)	<input type="checkbox"/> Product Dispensed from Non-pharmacy outlets and pharmacies
<input type="checkbox"/> Prescription Only Medicine, (IB-POM-V)	<input type="checkbox"/> Pharmacies only

Signatory Name	Signatory Position
<input type="text"/>	<input type="text"/>

☒ I hereby apply for registration of the product detailed above and declare that all the information herein is correct and true.

Submit

- vii. Upon submission, you are redirected to the **second page** of the application as shown below.

Payment | USD

\$ 500
Paid: False

Document Stage | Today

Not Submitted

Pay \$ 500

My Submission

Application Status

Open

Add New

Ingredients

Show entries

Search:

Name	Ingredient Type	Quantity per dose	Strength	Proportion	Specification	Reason For Inclusion
------	-----------------	-------------------	----------	------------	---------------	----------------------

- viii. On this second page, you are required to provide details of
- ingredients,
 - countries registered,
 - Manufacturers particulars,
 - marketing authorization in the country of origin and other countries
- whereby you click on **Add New** for each category

Add New

Marketing Authorisation in the country of origin and other countries

Show entries

Search:

Authorization Status	Country	Date	Proprietary Name	Reason	Action
----------------------	---------	------	------------------	--------	--------

No data available in table

Showing 0 to 0 of 0 entries

Previous
Next

- ix. The respective pages are displayed where you fill in the required details. Below is an example of the ingredients page. Also, you can add more than one item for each category.

Add Ingredients
×

Ingredient Type *

Choose ..
▼

Ingredient Name *

Quantity Per Dose*

Strength Of Ingredient*

Proportion(e.g. %, ppm, units)*

Specification *

Specification of purity of the active substance as manufactured in g/kg, g/l or %w/w (v/v) as appropriate, providing inclusively the upper and lower limit

Close

Submit

- x. Once all the details are filled, click on the **Submit** button.
- xi. The details populate on their respective lines as shown below.

⊕ Add New
Ingredients

Show

▼

 entries
Search:

Name ↑↓	Ingredient Type ↑↓	Quantity per dose ↑↓	Strength ↑↓	Proportion ↑↓	Specification ↑↓	Reason For Inclusion ↑↓
⊖ Test	Active	10MM	10mm	10%	TEST	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Action</div> <div style="border: 1px solid #ccc; padding: 2px;">⊖</div> </div>						

Showing 1 to 1 of 1 entries

Previous

1

Next

- xii. Before submitting, you must attach the required documents. To do this you have to choose the document name from the provided list in the drop down. Then choose the file that you want to attach from your local machine. Below is an example.

Attachments

Document Name

Certificates of registration of the product in country of or ▼

Attachment

Choose File Statement_USD_01-JUL-21_31-JUL-21.pdf

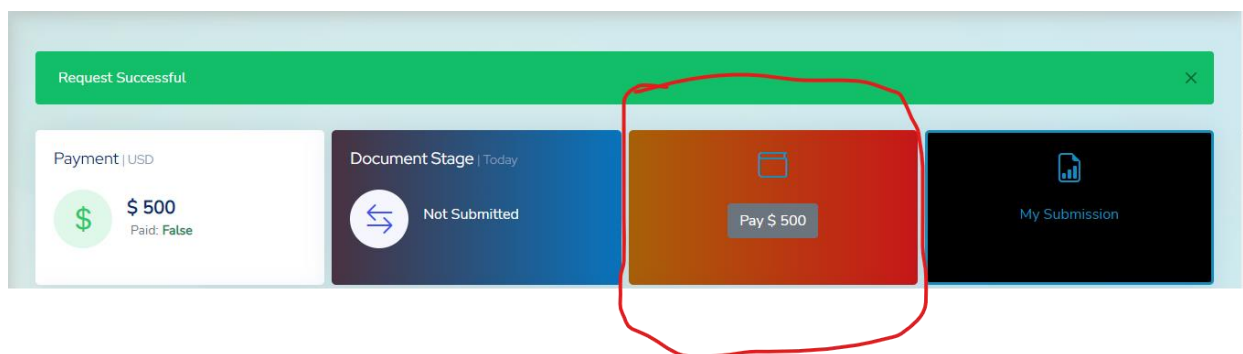
Submit

- xiii. After the attachment click the **Submit** button.
- xiv. The documents are displayed on the attached documents list page as shown below

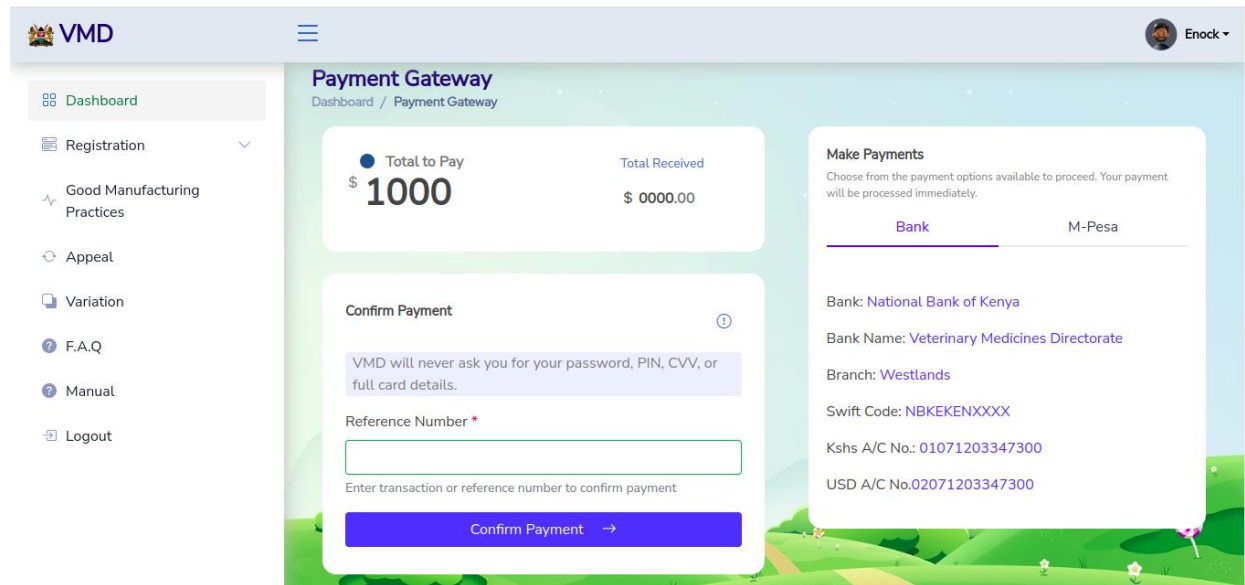
Attached Documents

You have not attached any documents

- xv. When you have finished filling in the application, click on the Pay button.



- xvi. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.



- xvii. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- xviii. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.
N/B: The Pay button change to submit button
- xix. Once the application is submitted, the document stage changes to **Preliminary evaluation**, and the status changes to **processing**.
- xx. To have a view of your application click on the **My Submission button**.

My applications

This page helps you track the various stages of your application -:

- i. New – This contains all the applications that have not yet been submitted.
- ii. Pending approval – This category contains all the applications that are still under review.
- iii. Approved – This category contains all the applications that have been approved or already registered.
- iv. Rejected – This category contains application that have passed through the review process but have been rejected.

Once you click on the + **button**, more information displays,

My Applications
Dashboard / Registration / My Applications

My Applications

[New \(1\)](#) [Pending Approval \(0\)](#) [Approved \(0\)](#) [Rejected \(0\)](#)

Show entries Search:

Product No ↑↓	Product Name ↑↓	Product Class ↑↓	Manufacturer Type ↑↓	Status ↑↓	Document Date ↑↓
+ PRD1542	Test products	VETERINARY PHARMACEUTICAL	Local	Open	2022-09-19

Showing 1 to 1 of 1 entries Previous **1** Next

The **View** button allows you to see the details of your application as shown below.

Product No ↑↓	Product Name ↑↓	Product Class ↑↓	Manufacturer Type ↑↓	Status ↑↓	Document Date ↑↓
PRD1542	Test products	VETERINARY PHARMACEUTICAL	Local	Open	2022-09-19

Document Stage Not Submitted

Amount Payable USD 500

Actions **View**

Retention

The retention page enables you as the user to retain a product. To apply for a retention of a product follow the following steps: -

- i. Click on the Apply retention button

The screenshot displays the VMD Retention page. The sidebar on the left contains navigation links: Dashboard, Registration, Good Manufacturing Practices, Appeal, Variation, F.A.Q, Manual, and Logout. The main content area is titled 'Retention' and includes a breadcrumb trail 'Dashboard / Registration / Retention'. A green button labeled '+ Apply Retention' is circled in red. Below this, there are tabs for 'Open (6)', 'Pending Approval (1)', 'Approved (0)', and 'Rejected (0)'. A search bar and a 'Show' dropdown are present. A table lists retention entries with columns: Retention No, Product Name, Amount Payable, Status, Fee Penalty, and Action. The table contains four rows of data, all with 'Open' status and 'None' fee penalty.

Retention No	Product Name	Amount Payable	Status	Fee Penalty	Action
RE0000071		USD 1000	Open	None	Edit [icon] Next >
RE0000074		USD 1000	Open	None	Edit [icon] Next >
RE0000077	PRODUCT TEST	USD 1000	Open	None	Edit [icon] Next >
RE0000080		USD 1000	Open	None	Edit [icon] Next >

- ii. A pop-up screen appears where you required to select the product you are supposed to retain and after filling all the details you click on the **submit** button.

Apply Retention [X]

Product

--Select Product-- [v]

Changes to product since last Registration/Retention

--Select-- [v]

☒

I hereby apply for registration of the product detailed above and declare that all the information herein is correct and true.

Close **Submit**

- iii. On submitting you are presented with the second page that contains the amount payable and details of the product that is being retained.
- iv. Confirm the details and then click on the **pay** button.

Payment | USD

\$ 1000
Paid: False

Document Stage | Today

Not Submitted

Application Status

Open

Pay \$ 1000

- v. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.

- vi. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- vii. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.

N/B: The Pay button change to submit button

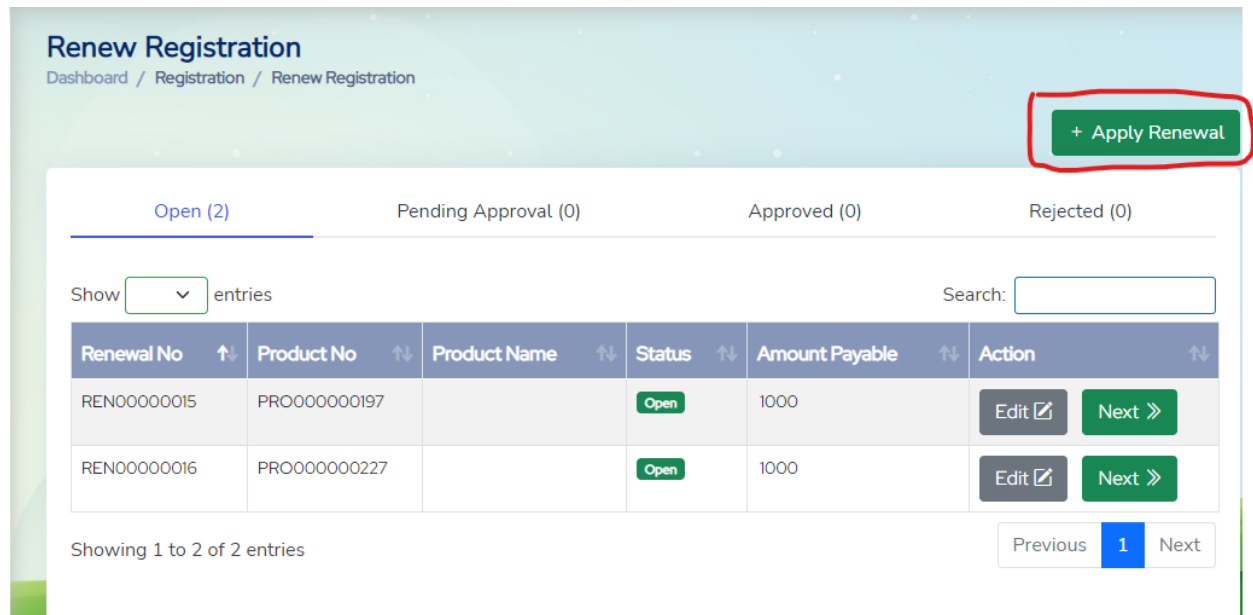
- viii. Once the application is submitted, the document stage changes to ***submitted***, and the status changes to ***processing***.
- ix. Once the retention is approved the status changes to approved and you can download the retention certificate.

N/B; Once the document is approved the pay button change to the retention certificate.

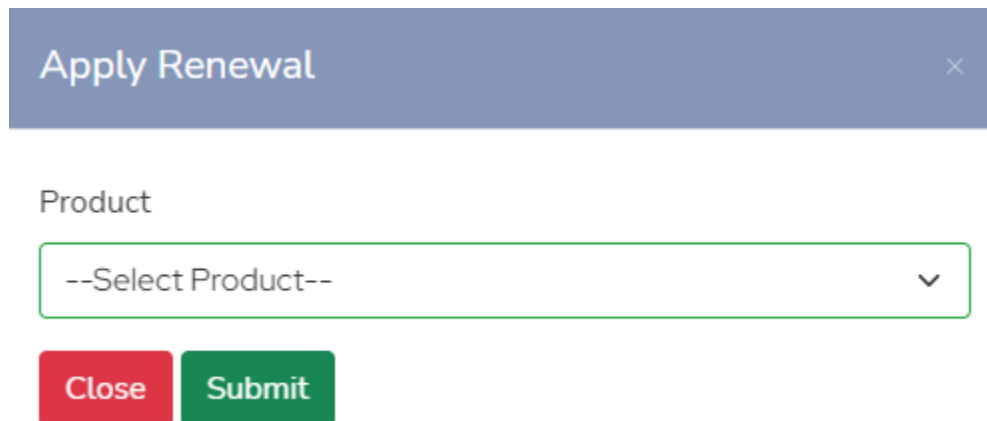
Renew registration

The renew registration page enables you as the user to renew the registration of a product. To apply for a renewal of a product follow the following steps: -

- i. Click on the Apply renewal button



- ii. A pop-up screen appears where you required to select the product you are supposed to renew and after filling all the details you click on the **submit** button.



- iii. On submitting you are presented with the second page that contains the amount payable and details of the product that is being renewed.

Payment |

\$ 1000
Paid: False

Document Stage | Today

Not Submitted

Application Status

Open

Pay \$ 1000

Attachments

Document Name

Choose...

Attachment

Choose File No file chosen

- iv. Make the necessary attachments then click on the pay button.
- v. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.

VMD

Payment Gateway

Dashboard / Payment Gateway

Total to Pay \$ 1000

Total Received \$ 0000.00

Confirm Payment

VMD will never ask you for your password, PIN, CVV, or full card details.

Reference Number *

Enter transaction or reference number to confirm payment

Confirm Payment →

Make Payments

Choose from the payment options available to proceed. Your payment will be processed immediately.

Bank M-Pesa

Bank: National Bank of Kenya

Bank Name: Veterinary Medicines Directorate

Branch: Westlands

Swift Code: NBKEKENXXXX

Kshs A/C No.: 01071203347300

USD A/C No.02071203347300

- vi. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- vii. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.

N/B: The Pay button change to submit button

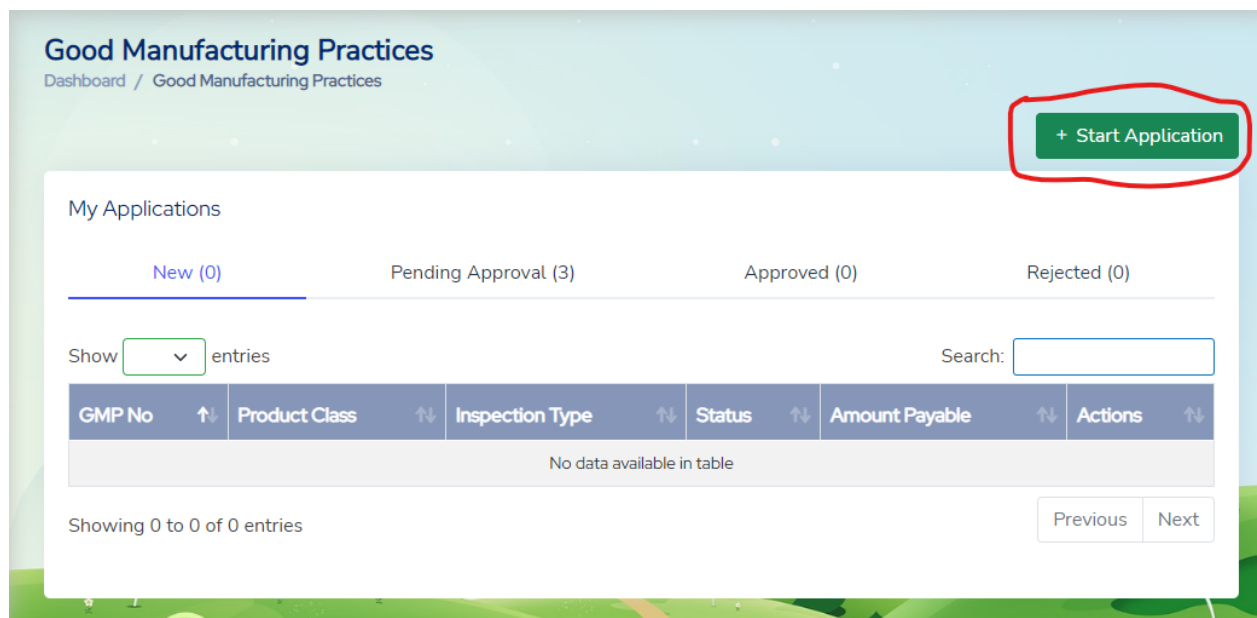
- viii. Once the application is submitted, the document stage changes to ***submitted***, and the status changes to ***processing***.
- ix. Once the retention is approved the status changes to approved and you can download the retention certificate.

N/B; Once the document is approved the pay button change to the renewal certificate.

Good Manufacturing Practice

The Good manufacturing practice page enables you as the user to apply for GMP. To apply follow the following steps: -

- i. Click on the Start Application button.



- ii. A registration screen pops-up where you are required to fill up the details of the GMP application and then once done click on the submit button.

Register GMP

Particulars of person on site

Are you (LTR) the contact person?

Choose...

Type of Veterinary Medicines

Choose...

Type of Inspection

Choose...

☒

I hereby apply for registration of the product detailed above and declare that all the information herein is correct and true.

Close

Submit

- iii. Upon submission, you are redirected to the **second page** of the application as shown below.

Payment |

\$ 1000
Paid: False

Document Stage | Today

Not Submitted

Application Status

Open

Pay \$ 1000

Add New

Manufactures Particulars

Show
entries

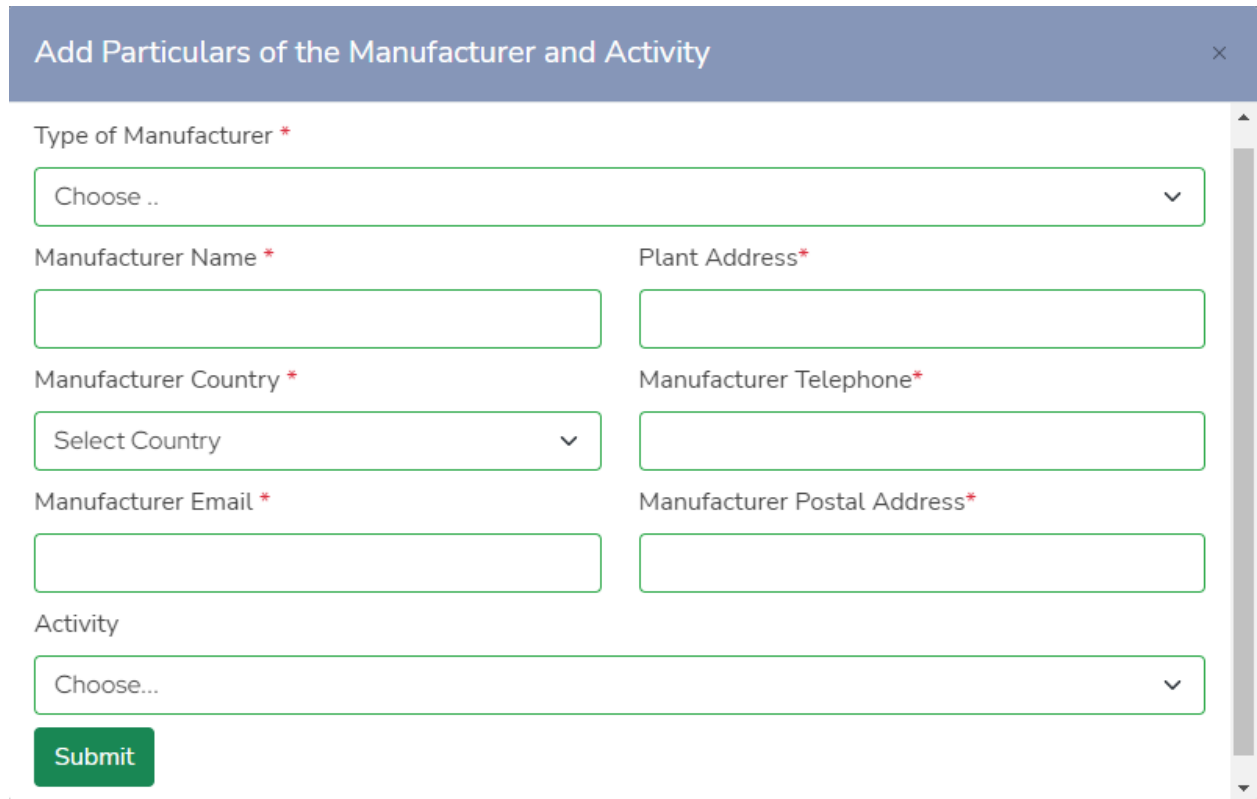
Search:

Manufacturer Type	Manufacturer Name	Address	Country	Telephone	Email
Foreign	tet	test	001		test
Foreign	Company X	Nairobi	KENYA	0743332560	maebaenock95@gmail.com

- iv. On this second page, you are required to provide details of
- Lines to be inspected,
 - Manufacturers particulars,

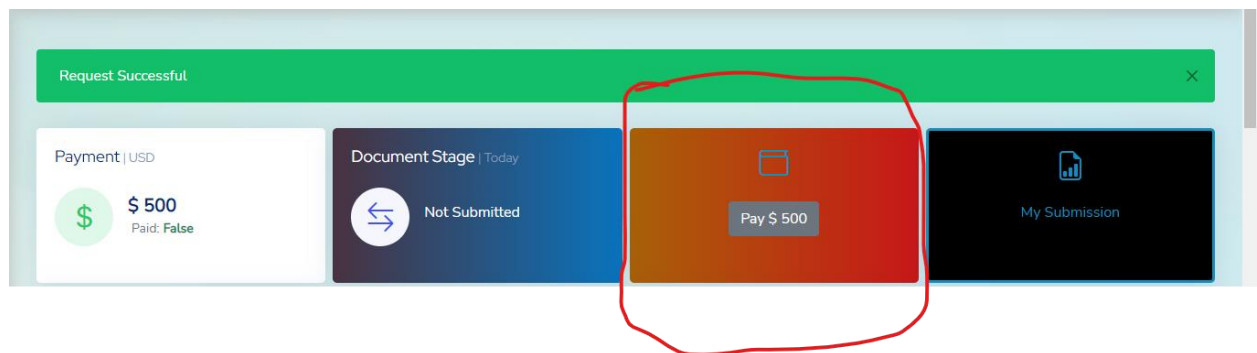
whereby you click on **Add New** for each category

- v. The respective page is displayed where you fill in the required details. Below is an example of the manufacturer's particulars page. Also, you can add more than one item for each category.



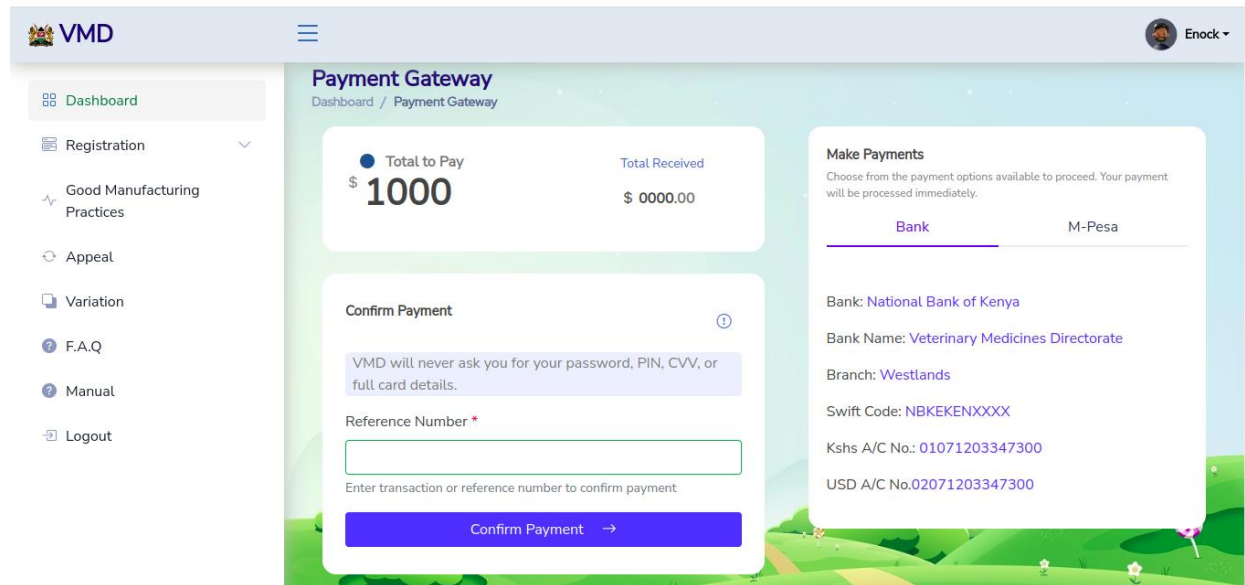
The screenshot shows a web form titled "Add Particulars of the Manufacturer and Activity". The form contains several input fields and a submit button. The fields are arranged in a grid-like fashion. The "Type of Manufacturer" field is a dropdown menu with "Choose .." selected. The "Manufacturer Name" and "Plant Address" fields are text inputs. The "Manufacturer Country" field is a dropdown menu with "Select Country" selected. The "Manufacturer Telephone" field is a text input. The "Manufacturer Email" and "Manufacturer Postal Address" fields are text inputs. The "Activity" field is a dropdown menu with "Choose..." selected. A green "Submit" button is located at the bottom left of the form.

- vi. Once all the details are filled, click on the **Submit** button.
- vii. When you have finished filling in the application, click on the Pay button.



The screenshot shows a payment gateway interface. At the top, there is a green banner that says "Request Successful". Below the banner, there are four main sections. The first section is "Payment | USD" and shows a green circle with a dollar sign, "\$ 500", and "Paid: False". The second section is "Document Stage | Today" and shows a blue circle with a double arrow, "Not Submitted". The third section is a red box with a white circle containing a red "X" and a button that says "Pay \$ 500". The fourth section is "My Submission" and shows a blue circle with a document icon. The red box is highlighted with a red circle.

- viii. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.



- ix. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- x. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.

N/B: The Pay button change to submit button

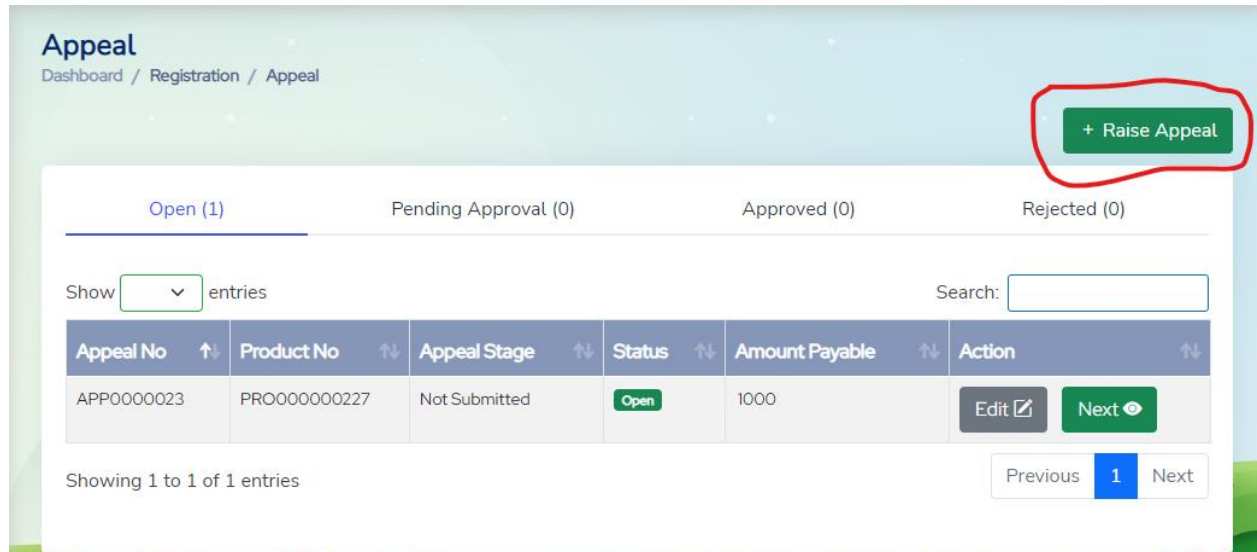
- xi. Once the application is submitted, the document stage changes to ***submitted***, and the status changes to ***processing***.
- xii. Once the GMP is approved the status changes to approved and you can download the GMP certificate.

N/B; Once the document is approved the pay button change to the GMP certificate.

Appeal

The Appeal page enables you as the user to apply for appeal once their product has been rejected during registration and they are not contented. To apply follow the following steps: -

- i. Click on the ***Raise Appeal*** button.



- ii. Select the product to be appealed and the click the submit button

The screenshot shows a modal titled 'Raise Appeal' with a close button (X) in the top right corner. Inside the modal, there is a 'Product' label above a dropdown menu. The dropdown menu currently shows '--Select Product--' with a downward arrow. Below the dropdown, there are two buttons: a red 'Close' button and a green 'Submit' button.

- iii. On submitting you are presented with the second page that contains the amount payable and details of the product that is being appealed. Fill in the details of the page and click the pay button

The screenshot shows a dashboard with four main cards at the top: 'Payment' with a green circle and '\$ 1000 Paid: False', 'Document Stage | Today' with a blue circle and 'Not Submitted', 'Application Status' with a red circle and 'Open', and a dark blue card with 'Pay \$ 1000'. Below these is a section titled 'Manufactures Particulars' with a search bar and a table. The table has columns for Manufacturer Type, Manufacturer Name, Address, Country, Telephone, and Email. It contains two rows of data.

Manufacturer Type	Manufacturer Name	Address	Country	Telephone	Email
Foreign	tet	test	001		test
Foreign	Company X	Nairobi	KENYA	0743332560	maebaenock95@gmail.com

- iv. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.

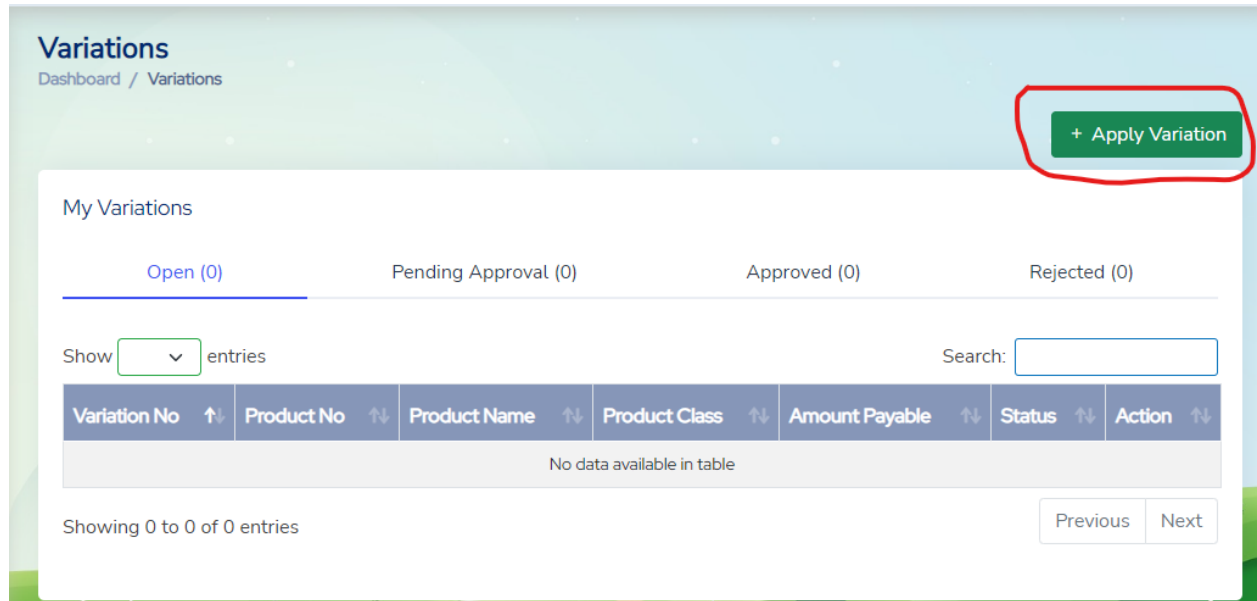
The screenshot shows the 'VMD Payment Gateway' interface. On the left is a sidebar with navigation links: Dashboard, Registration, Good Manufacturing Practices, Appeal, Variation, F.A.Q, Manual, and Logout. The main content area is titled 'Payment Gateway' and shows 'Total to Pay \$ 1000' and 'Total Received \$ 0000.00'. Below this is a 'Confirm Payment' section with a text box for 'Reference Number' and a 'Confirm Payment' button. To the right is a 'Make Payments' section with tabs for 'Bank' and 'M-Pesa'. The 'Bank' tab is selected, showing details for the National Bank of Kenya, including the branch 'Westlands', Swift Code 'NBKEKENXXX', and account numbers for Kshs and USD.

- v. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- vi. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.
- N/B: The Pay button change to submit button*
- vii. Once the application is submitted, the document stage changes to **submitted**, and the status changes to **processing**.

Variation

The Variation page enables you as the user to apply for variation of a product to apply follow the following steps: -

- i. Click on the ***Apply Variation*** button.



The screenshot displays the 'Variations' dashboard. At the top left, the title 'Variations' is shown with a breadcrumb 'Dashboard / Variations'. On the top right, a green button labeled '+ Apply Variation' is highlighted with a red rectangular box. Below the header, the section 'My Variations' contains four tabs: 'Open (0)' (active), 'Pending Approval (0)', 'Approved (0)', and 'Rejected (0)'. Under the 'Open (0)' tab, there is a 'Show' dropdown menu set to '1' and a 'Search:' input field. Below these is a table with the following columns: 'Variation No' (with up/down arrows), 'Product No' (with up/down arrows), 'Product Name' (with up/down arrows), 'Product Class' (with up/down arrows), 'Amount Payable' (with up/down arrows), 'Status' (with up/down arrows), and 'Action' (with up/down arrows). The table body is empty, displaying the message 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

- ii. Fill the variation application form and then click the submit button

Application for Variation

Please specify scope of the change(s)

Background explanation for the proposed change(s)

Give brief background explanation for the proposed change(s) to your marketing authorization as well as a justification in case of consequential change(s)

Present

Proposed

(Please specify precise present wording or specification)

Please specify precise proposed wording or specification)

Close

Submit

- iii. On submitting you are presented with the second page that contains the amount payable and details of the product that is being appealed. Fill in the details of the page and click the pay button

Payment |

\$

\$ 1000

Paid: False

Document Stage | Today

Not Submitted

Application Status

Open

Pay \$ 1000

Variation No

VAR000065

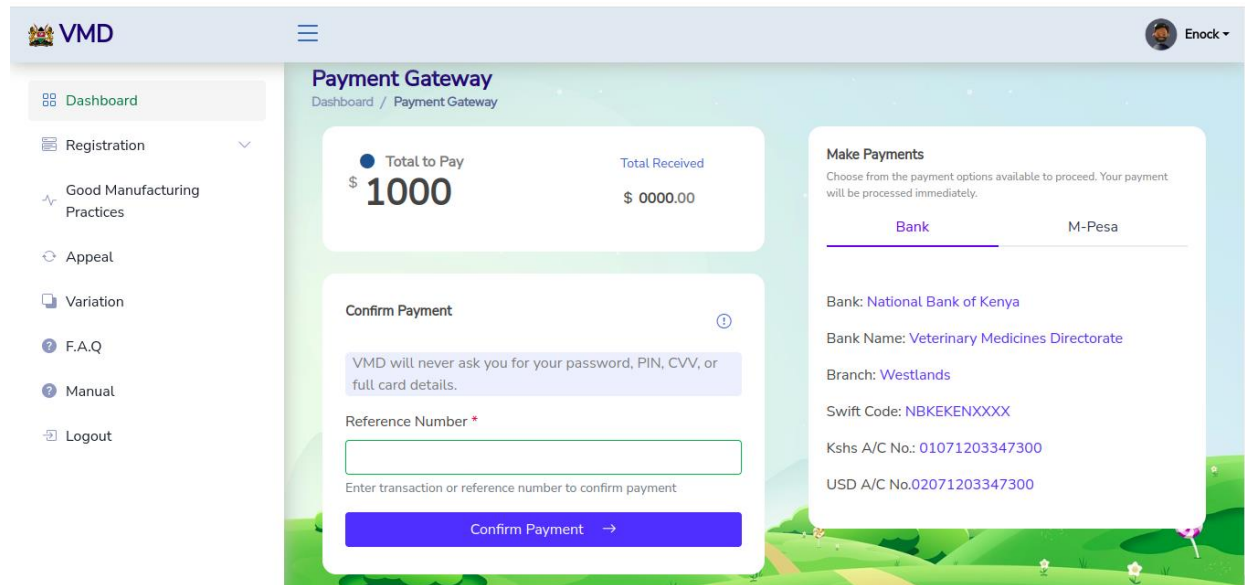
Proprietary Name

Veterinary Classes

Type of changes

as

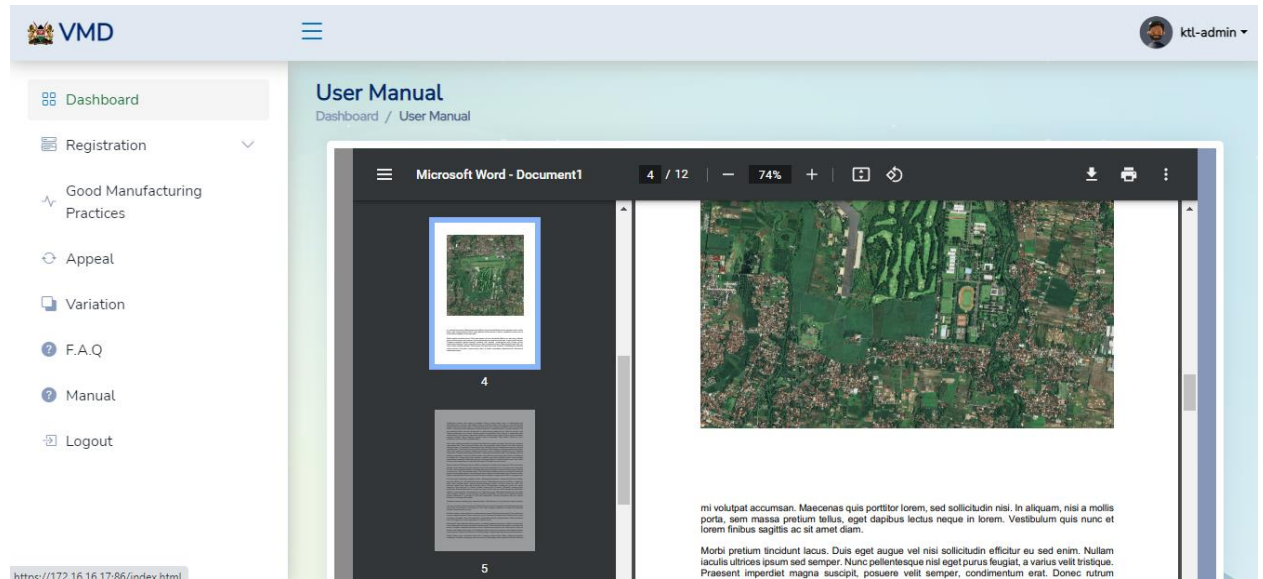
- iv. You will be redirected to the payment gateway, which contains the amount payable and the bank and M-pesa details.



- v. Input the code that you receive from the bank in the **Reference Number** area. Then click the **Confirm payment** button.
- vi. Once payment is confirmed, you will be redirected to the second page from which you will submit your application.
N/B: The Pay button change to submit button
- vii. Once the application is submitted, the document stage changes to *submitted*, and the status changes to *processing*.

Manualxxxx

This contains instructions on how to use the portal.



Logout

On clicking logout, you are redirected from the current page to the login page.